

UNITED STATES DEPARTMENT OF AGRICULTURE
NATURAL RESOURCES CONSERVATION SERVICE
VIRGINIA

OPERATION & MAINTENANCE PLAN INSTRUCTIONS

INSTRUCTIONS FOR USE

Standard operation and maintenance plans, (O&M plans), have been developed for all common engineering practices. These O&M plans may be used in standard form or modified as determined appropriate by the individual exercising job approval for the practice design. The following steps are necessary to develop a site specific operation and maintenance plan:

1. Select the standard operation and maintenance plan that corresponds to the practice that is to be installed. Every practice design shall have an accompanying O&M plan.
2. Complete the heading that includes the cooperators name, county, Conservation District, tract number, the name of the preparer, and date that the operation and maintenance plan was prepared.
3. The expected life span blank must be filled out in accordance with cost-share program requirements.
4. The "Operation and Maintenance Items" listed apply to nearly all installations; however, if there is a recommendation that is in conflict with the site specific installation it will need to be modified or deleted.
5. The "Additional Operation and Maintenance Requirements Specific to this Plan" will need to be added, in the space provided, by the person who designed the practice.
6. The receipt of the O&M plan by the cooperator should be documented in the Conservation Assistance notes and a copy of the operation and maintenance plan maintained in the case files.